

Ground Rules

**Upper Clark Fork River Basin
Steering Committee
December 4, 1995**

A. Committee Purpose

The purpose of the Upper Clark Fork River Basin Steering Committee (Committee) is to carry out its legislative mandate and continue to work on and modify the *Upper Clark Fork River Basin Water Management Plan (Plan)*, The Committee intends all of its actions to take into full account the law of prior appropriation.

B. Committee Meetings

1. Meetings of the Committee will be scheduled by the Committee Facilitator pursuant to the Committee's approved work plan or the call of a majority of Committee members.
2. Meeting locations Will be rotated within the basin, and may with the approval of the Committee include locations outside of the basin.
3. The Facilitator shall prepare and circulate to all Committee members and to each entity on the Committee's official media list at least one week prior to a meeting a draft agenda for the meeting.
4. Each meeting shall begin with approval of the draft agenda by the Committee. Any Committee member in attendance may suggest changes to the draft agenda prior to its approval by the Committee.
5. All Committee meetings and designated subcommittee meetings shall be noticed to the official media list at least one week in advance and shall be open to the public.
6. Provision shall be made at each meeting of the Committee or its subcommittee's for public comment. Such opportunity for comment shall precede Committee decisions.
7. Meetings of the Committee or its subcommittee will be chaired by the Facilitator or a Committee member designated by majority vote of the Committee.
8. Draft minutes of each meeting of the Committee shall be prepared by the member from the DNRC or another person designated by majority vote of the Committee. The draft minutes shall record the members present, the name of the Committee member who makes and seconds each motions, the text of all motions, and all decisions made by the Committee. The draft minutes shall be circulated to all Committee members at least one week prior to the next Committee meeting. At the next meeting the Committee shall review, modify as necessary, and approve the draft minutes.

9. Meetings will end at the time indicated on the agenda unless the Committee otherwise agrees.

C. Quorum

A quorum of the Committee consists of a simple majority of its members.

D. Committee Member Attendance

If a Committee member or his or her alternate fails to attend three consecutive Committee meetings, the Committee may request the DNRC Director to make a new appointment to replace the absent member.

F. Committee Decision Process

1. Except as otherwise provided in these rules, decisions can be made only at public meetings which have been noticed to the Committee's media list and which are attended by a quorum of Committee members,
2. Whenever possible, Committee decisions shall be made by consensus.
3. When consensus is not possible, decisions shall be made by a formal seconded motion approved by a majority vote of a quorum of the Committee.
4. Only Committee members, i.e. those persons appointed by the DNRC Director, may make, second or vote to approve or disapprove motions,

F. Subcommittees

1. The Committee may create subcommittees to assemble information, explore issues, or develop proposals for consideration by the full Committee.
2. Subcommittees will be chaired by a Committee member.
3. Subcommittees may not make decisions on behalf of the Committee.
4. In addition to Committee members, members of the public may be invited by the Committee to serve on a subcommittee.

G. Media Relations

1. Contacts with the media on behalf of the Committee shall be made only by the Facilitator or another member or members designated by the Committee.
2. Individual Committee members are free to respond to media inquiries if they clarify that they speak only as an individual and not on behalf of the Committee

H. Search for Consensus

Because the *Plan* is likely to be successful only to the extent it is credible to and supported by those that would actually carry out it, the Committee is committed to seeking to making decisions by consensus. Commitment to seeking consensus means that individual members are committed to:

1. Fully inform the public about and involve the public in the work of the Committee.
2. Express candidly their interests or concerns in considering Committee actions to carry out its legislative mandate and the *Plan*;
3. Listen respectfully to and seek to understand the interests and concerns expressed by other members;
4. Search creatively for opportunities to address all interests and concerns;
5. Explore fully all issues before forming conclusions; and
6. Forego characterizing to the media or in other public meetings the interests and concerns of other members.

I. Plan Implementation or Modification

In the event that consensus is not possible, Committee decisions regarding implementation or modification of the *Plan* shall be adopted by a vote of at least three-fourths of its members.

J. Modification of the Ground Rules

Modifications to the Committee's ground rules may be adopted at a meeting by a vote of three-fourths of the members present and voting.